

DIRECTORY OF PLANNING, GRANT WRITING, AND GRANT ADMINISTRATION CONSULTANTS

MONTANA DEPARTMENT OF COMMERCE

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INTRODUCTION

A. Purpose

This directory was developed to assist Montana local governments, communities and citizens in financing and managing community projects. The directory will also help consulting grant writers and administrators to network with their colleagues across Montana.

B. Background

In compiling this directory we have tried to identify consultants who provide assistance to Montana communities in securing funding for local projects, proposal writing, and project administration. Inevitably, some firms have been omitted because we were not aware of their existence. Omitted firms should contact the Community Development Division staff to be included in future updates of the publication. The organization of this directory is alphabetical, by the name of firm.

If your local government or organization is considering hiring a grant writing or grant administration consultant, consider the following suggestions:

- ☐ Clarify your needs by writing a Request for Proposal (RFP). Your governing body should approve the RFP.
- ☐ Many state and federal funding agencies have specific requirements for hiring consultants; check before you hire.
- ☐ Invite several firms to submit proposals (mail them your RFP). Check the qualifications and experience of each firm. Does the firm have experience with your type of project and with agencies most likely to fund your project?
- ☐ Interview the top rated firms and check references.
- ☐ Check with the funding agencies regarding the firms' success in past funding competitions.

Assistance and guidance on the RFP process is available from the Division's staff.

C. Use of Consultants

There are a number of reasons why a community may want to use consultants to assist in preparing a grant application, or in administering a local community development project funded with state or federal funds. Typical situations where a consultant may be appropriate include:

- ☐ the work requires special professional services, such as accounting, architectural, engineering, or legal services;
- ☐ the local staff is inexperienced in the area covered by grant application or project activity, or is already committed to other ongoing activities; or
- ☐ the work involves a short-term, but somewhat specialized, project activity that does not justify hiring experienced, full time staff.

D. Procuring a Consultant

Funding agencies have varying requirements regarding the selection of consultants, and it is best to determine those requirements in advance. In particular, Montana law sets out procedures for selecting architects and engineers, based upon a competitive, publicly advertised process, if the cost will exceed \$20,000 (Section 18-8-201, MCA).

There are several points that should be considered before selecting any consultant, to help assure that the community will receive satisfactory service.

- ❑ **“Loss Leader Arrangements”:** Loss leader arrangements are situations where a consultant offers to prepare a grant application or preliminary engineering estimates at cut rates or at no cost in return for a future contract if the application is funded. Some firms may suggest this approach because costs incurred by a city or county prior to the award of a grant, such as preparation of a grant application or preliminary engineering studies, may not be eligible for reimbursement with federal or state funds. Professional organizations consider this practice unethical because it deprives the client of the benefits that can result from competition among competent, professional firms.
- ❑ **Contracting with Consultants Prior to Grant Award:** In some cases, local officials decide to procure the services of an engineer to assist them with both preparation of preliminary engineering plans and project engineering in the event that their community is selected for grant award. Likewise, some communities want to conduct one procurement process to cover both grant preparation and grant administration. In both cases, the selection process would be taking place prior to grant application. The local government needs to clearly state what services are being procured. Funding agencies may require that another procurement process be conducted for any services that were not described in the original procurement. Subsequently, any agreement between the community and the consultant would have to be contingent upon the award of project funding. Any such contract will likely be subject to the requirements of the funding agencies that would be included. As a result, any community considering this approach should request guidance from the funding agencies that would be involved in the project to assure that all state and federal requirements are complied with.
- ❑ **Procuring Grant Writers/Administrators at the Same Time an Engineer is Procured:** It has been noted by the MDOC staff that some local governments chose to include grant writing/grant administration as one of the services to be provided by the project engineer, rather than conducting a separate procurement for a grant writer/administrator. While this is not prohibited, it does potentially limit the pool of prospective consultants that the local government would evaluate. There are several highly qualified consultants that provide grant writing/administration services that are not engineers and would not have the opportunity to submit a proposal for their services under these circumstances. The Department recommends that if the local government chooses to procure a grant writer/administrator at the same time it procures an engineer, it should at least state in the advertisement that grant writing/

administration services, in addition to engineering services, are being sought. The RFP should make it clear that a consultant may submit a proposal only for the grant writing/administration services; MDOC also recommends that the advertisement state this also. Keep in mind that if the local government chooses to use the project engineer for grant administration, the local government will need to play an even more active role in the administration of the grant, since the engineer/grant administrator (same firm) should not be, and may be prohibited by funding agencies, from reviewing and signing off on its own work and claims for payment.

- ❑ **Competitive Proposals:** Procurement by competitive proposals is the method typically used to meet state requirements for soliciting architectural, engineering, and surveying services. It is also the method that is generally recommended for selecting a consultant to assist you with the preparation of a funding application or with project administration.

With competitive proposals, proposals are advertised and may also be requested directly from several qualified sources. Typical procedures for competitive proposals include the following:

- 🗨 In addition to advertising in your local newspaper, you should also advertise in at least one other newspaper that is widely distributed in your region of the state. Advertisements should be advertised a minimum of two times, at least six days apart. MDOC recommends that you allow at least four weeks for responses to your RFP. The more times the RFP is advertised, and the longer that consultants have to respond to the RFP, there is more likelihood that you will receive several quality proposals.
- 🗨 You should specifically send your RFP to firms serving your region of the state and to firms you would be interested in having work on your project. This will insure that they are aware of your RFP and increase the likelihood that they will respond.
- 🗨 The local government should have written procedures for conducting evaluation of the proposals and for selecting a consultant. RFP's should describe the criteria used to evaluate proposals and ultimately select the consultant;
- 🗨 The community should conduct interviews with at least the top two of the responding firms.
- 🗨 The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price and the other specified factors considered. However, the price cannot be a factor in the selection of architectural, engineering, and surveying services. After selecting the firm, the community then negotiates the price, terms, and conditions to its satisfaction.

A response to an RFP should not be confused with a competitive bid. A bid is an estimate of cost in response to detailed specifications. A response to an RFP in the competitive proposal process is a description of how a consultant proposes to

approach solving your problem. Competitive proposals refers to the comparison of qualification, not to fees. The main focus in selecting the consultant is to evaluate the content of the proposal and the consultant's qualifications and demonstrated competence.

If a competitive proposal process is not going to be used, the Montana Department of Commerce (MDOC) still requires the use of a "small purchase procedure" at a minimum for projects funded by MDOC (see section F below). Contact the Division's staff for more information.

- ❑ **References:** Anytime a consultant solicits your business, you should always check references prior to contracting with them. Request a list of prior clients, showing the organization's name, address, phone number and contact person as well as a brief description of the work performed. A list of the most recent clients is preferable (especially previous projects). Contact each reference. Some useful questions might be:

- ☞ Were you satisfied with the work?
- ☞ Was it performed on time?
- ☞ Was the consultant knowledgeable about the program?
- ☞ Were the tasks or work products prepared by the consultant useful?
- ☞ Did the consultant work with local staff to develop local capacity?
- ☞ Were the costs or charges reasonable? Did they stay within their original budget?
- ☞ Would you hire them again?

Also, check to see if the specific work done for these clients is similar to what you want the consultant to do. The ability to write a grant application does not mean the same consultant has the capability to assist you with management of a grant.

Sometimes the firm you are interested in will be a new firm, with few if any client references. New, small firms can sometimes be just as good as well-established, large firms, so instead of asking for client references, you would ask for past employer references.

Also, check with MDOC staff. The staff are familiar with several firms; although they cannot recommend consultants, they may be able to refer you to previous clients. They may also be able to tell you how successful the consultant has been in past funding competitions. **Checking references prior to contracting is one of the most important actions you can take to avoid becoming involved with a less than satisfactory firm.**

- ❑ **Involve Local Staff:** Whenever you retain a consultant to assist you in preparing a funding application or in managing a local project, make sure that someone from the city or county works with the consultant and understands the community's application or the management issues involved. You should have a local staff person work closely with the consultant in developing the application or in managing the project. A consultant is a technical resource. When you secure outside

technical assistance, one of the community's objectives should be to transmit the consultant's skills and knowledge to a local staff person so that he or she can perform these tasks in the future and the community can reduce its dependence on outside help.

E. Montana Department of Commerce (MDOC) Procurement Policy for Grant Administration Services (other than engineering and architectural)

After announcing and holding a public hearing on April 16, 1998 and receiving written testimony on a new, proposed procurement policy, MDOC adopted a policy that grant administration services (consulting services) for the Community Development Block Grant (CDBG) Program, HOME Investments Partnership Program (excluding Community Housing Development Organizations), and the Treasure State Endowment Program (TSEP) grants be procured using the following procedures:

- ☐ Requests for Proposals (RFPs) are required for any services over \$100,000 and are recommended for procurement under \$100,000 that are complex and/or where qualifications and desired work products cannot easily be handled by telephone rate quotations. Additional guidelines on the use of RFPs for HUD funded projects can be found in HUD Notice CPD-96-05, available from MDOC.
- ☐ HUD "small purchase" procedures can be used where the procurement will not cost more than \$100,000 in the aggregate.
- ☐ If a local government's procurement policy is more restrictive than MDOC procedures, the local government's policy will govern the procurement procedures to be followed.
- ☐ Based upon additional guidance from HUD, these MDOC procurement requirements do not apply to the formation of long-term partnerships between a local government and a for-profit or non-profit partner when:
 - ☐ the partnership is based upon a current legal relationship (signed contract),
 - ☐ the partner is managing the grant funds,
 - ☐ the local government does not have the staffing capability to manage the grant, and
 - ☐ the relationship will continue indefinitely following project closeout.

A "long-term relationship" exists where services to be provided are an integral component of the project or activity and are essential to or necessary for the long-term operation of the facility or program after project closeout. This long-term relationship must be clearly spelled out in the proposed management plan submitted as part of the grant application. The key principle is that the for-profit or non-profit entity must have a

pre-established, long-term integral role in the continued operation or management of the facility or activity after project closeout. The non-profit or for-profit entity must be accountable to the local government grant recipient of the grant for the use of funds provided.

A “partnership” is viewed by the state as a long-term, mutually beneficial relationship as determined by the local government. The partnership agreement must be in place before submission of the grant application to MDOC. A partnership would include relationships that will continue indefinitely following formal project closeout. Examples of “long-term partnerships” would include:

- ❑ Situations where local governments have originally procured, through appropriate methods, the services of a for-profit or non-profit partner to provide services such as grant writing and project administration and would continue to provide those services indefinitely following the closeout of the project. While this type of partnership is most likely to apply to multi-jurisdictional organizations in which a local government is a member, such as Human Resource Development Councils (HRDCs) or regional development corporations, it could also apply to for-profit consultants that are retained on a long term basis with a local government to provide the services described above.
- ❑ Relationships where a non-profit or for-profit entity, on behalf of a local government, initially administers a CDBG or HOME project and also manages the revolving loan fund (RLF) or program income fund resulting from loan repayments generated by the project.
- ❑ For a CDBG economic development RLF capacity-building project, a local government or group of local governments have agreed through a contractual relationship to build capacity in the nonprofit entity over the long-term.
- ❑ A local housing authority administers a low-income housing project for the long-term, or a non-profit entity owns and operates an affordable housing project. Termination of the relationship would depend upon the terms and conditions of the contract between the local governing body and the non-profit or for-profit entity.
- ❑ An HRDC proposes to construct and operate a Head-Start center or senior center on behalf of a Montana county that is a member of the HRDC. In this case, MDOC would not require the recipient county to go through a procurement process for grant administration services. The county commissioners would have the discretion to have the HRDC provide CDBG grant administration services without a competitive grant procurement process.
- ❑ A for-profit or non-profit entity is established as the management consultant for the long-term management of an economic development revolving loan fund. This would be permitted only in those cases where there is a clear, long-term relationship and intent to manage the revolving loan fund indefinitely into the future.

- ❑ A local government applying on behalf of a non-profit entity that proposes to construct, own, and operate an affordable housing project or public facilities project. In this case, the county or city would have the option of not requiring a competitive procurement process for grant administration services if those services would be provided by the non-profit organization that would own and manage the affordable housing or public facility project into the future.

A long-term partnership arrangement would not include contractor relationships where the for-profit or non-profit entity is paid by the grantee solely for project administrative services, over the project contract period, or until formal project close-out by MDOC, and payment is made as regular compensation for services rendered during the term of the contract.

Summary of MDOC's Procurement Policy

Grant management services must be procured by an RFP if the service will cost more than \$100,000. If the service for grant management will cost less than \$100,000, then "small purchase" procurement procedures must be used if an RFP is not advertised. (See "small purchase" procurement procedures described below.) The only time when no procurement procedures are necessary is if there is a long-term relationship between the grant management service provider and the local government. That is to say, that the relationship between the service provider and the local government has to be in place prior to the proposed contract period, and that the service provider will continue to provide services to the local government long after the completion of the project.

F. Procurement by Small Purchase Procedures

"Small purchase" procedures can be used where the procurement will not cost more than \$100,000 in the aggregate, where the procurement is relatively simple, and when competitive proposals are not otherwise required. The small purchase procedure involves soliciting proposals or price quotations from a minimum of three qualified consultants of the local government's choosing.

Remember that under Montana law (18-8-201, MCA), the selection of a consultant for architectural, engineering, or surveying services requires a competitive solicitation and negotiation process for projects for which the fees are estimated to exceed \$20,000.

For other professional services, such as grant writing and administration, or legal, appraisal, or audit services, and for architectural, engineering, or surveying services that are estimated to be less than \$20,000, the MDOC still recommends following a competitive solicitation and negotiation process using requests for proposals. The competitive solicitation and negotiation process provides the local government with a better opportunity for contracting with a qualified consultant that will more likely serve its needs.

Because of the public “visibility” of most community infrastructure and housing projects, maintaining a high level of public confidence regarding the expenditure of all public funds is vital. It is highly recommended that the local government obtain proposals or price quotations from a minimum of two qualified sources, even if it means soliciting proposals or price quotations from additional consultants.

Written proposals or price quotations are the preferable form of documentation. When price quotes are obtained orally, written supportive documentation should be kept on file, such as detailed notes describing telephone contacts and the questions asked. Fax quotations are an acceptable form of written documentation.

The preferred procedure is to request proposals and then select the consultant based upon qualifications of the consultant and what services he or she can offer. In this situation, price can be a factor in the selection. Past experience with a particular consultant may also play a substantial role in the selection of the consultant. The limited solicitation process would be very similar to the Request for Proposal (RFP) process, but the RFP would not need to be advertised. The local government would still need to have a written procurement procedure and stated evaluation criteria.

However, the local government may choose to simply obtain a price quote and use that as the only selection criteria for the consultant. The local government would need to provide a very detailed scope of work to the consultants solicited, specifically defining what services are required and what will be expected.

Remember, if the local government small purchase procedures are more restrictive than those described above, HUD requires that the local government procedures must be used.

If the selection is made using small purchase procedures, the grantee should also contact the Montana Department of Transportation (MDT) to obtain a list of Minority Business Enterprises/Disadvantaged Business Enterprises (MBE/DBE) certified firms within the region that appear in MDT's directory in order to invite proposals from qualified MBE/DBE firms.

Montana Department of Transportation (MDT) 2701 Prospect Ave PO Box 201001 Helena, MT 59620-1001 Phone: (406) 444-6337 Internet site: http://mdt.mt.gov/business/contracting.shtml
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Disclaimer

The State of Montana does not regulate or license grant writers and administrators. Publication of a firm in this directory does not constitute an endorsement of the firm by the Department of Commerce. Before hiring a consultant, you should thoroughly evaluate the experience, qualifications, references and reputation of each firm under consideration.

For further information about procurement, or to have your firm added to the list of grant writing and administrator consultants, contact:

Montana Department of Commerce
Community Development Division
301 S Park Ave
PO Box 200523
Helena, Montana 59620-0523

Telephone number: (406) 841-2770

FAX number: (406) 841-2771
Email: jedgcomb@mt.gov

You can also visit our Internet site: <http://comdev.mt.gov/>

GRANT WRITERS AND GRANT ADMINISTRATORS
(Current as of September 17, 2008)

REGIONAL NON-PROFIT TYPE ORGANIZATIONS

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
ACTION FOR EASTERN MONTANA 2030 North Merrill PO Box 1309 Glendive, MT 59330 Phone: (406) 377-3564 (800) 227-0703 FAX: (406) 377-3564 e-mail: @aemt.org	X	X	X	X	X			Eastern Montana - Carter, Custer, Daniels, Dawson, Fallon, Garfield, McCone, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Treasure, Valley and Wibaux.
BEAR PAW DEVELOPMENT, CORP. Annmarie Robinson PO Box 170 Havre, MT 59501 Phone: (406) 265-9226 FAX: (406) 265-5602 e-mail: arobinson@bearpaw.org	X	X	X	X	X	X	X	Hill, Blaine, Chouteau, Liberty, and Phillips Counties; Havre, Chinook, Harlem, Fort Benton, Malta, Chester, Big Sandy, Fort Belknap Community Council, Chippewa-Cree Tribe of Rocky Boy Reservation, and Little Shell Tribe of Chippewa-Cree Indians of Montana
BEARTOOTH RC&D Chris Mehus, Community Development 604 W. Front St. P.O. Box 180 Joliet, MT 59041 Phone: (406) 962-3914 FAX: (406) 962-3647 e-mail: cmehus@beartooth.org	X	X	X	X	X	X	X	Carbon, Stillwater, Big Horn, Yellowstone, and Sweet Grass Counties
BIG SKY ECONOMIC DEVELOPMENT Joseph (Joe) P. McClure, Director 222 N 32 nd , Suite 200 Billings, MT 59101 Phone: (406) 256-6871 FAX: (406) 256-7777 e-mail: nordlund@bigskyeeda.org	X	X	X	X	X	X	X	Yellowstone County

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
BITTERROOT RC&D Kit Sutherland, Director 1709 N First Hamilton, MT 59840 Phone: (406) 363-5450x5 FAX: (406) 363-5011 e-mail: bitterrootrcd@cybernet1.com	X	X	X	X	X	X	X	Mineral, Ravalli and Missoula Counties
CENTRAL MONTANA RC&D, INC. Monty Sealey, Director PO Box 660 Roundup, MT 59072 Phone: (406) 323-2755 FAX: (406) 323-3452 e-mail: cmrdc@midrivers.com	X	X	X	X	X	X	X	Judith Basin, Fergus, Petroleum, Musselshell, Golden Valley, Wheatland Counties
DISTRICT IV HRDC 2229 Fifth Avenue Havre, MT 5501 Phone: (406) 265-6743 (800) 640-6743	X	X	X	X	X	X	X	
DISTRICT VI HRDC Centennial Plaza, Room 203 300 First Avenue North Lewistown, MT 59457 Phone: (406) 538-7488 (800) 766-3018 Roundup Office Phone: (406) 323-3857	X	X	X	X	X	X	X	
DISTRICT VII HRDC Carl Visser 7 North 31 st St. PO Box 2016 Billings, MT 59103-2016 Phone: (406) 247-4732 (800) 433-1411	X	X	X	X	X	X	X	
DISTRICT IX HRDC 32 South Tracy Bozeman, MT 59715 Phone: (406) 587-4486 (800) 289-0896 PO Box 1530 Livingston, MT 59047-1530 Phone: (406) 222-0896 (800) 289-0896	X	X	X	X	X	X	X	

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
DISTRICT XI HRDC 1801 South Higgins Missoula, MT 59801 Phone: (406) 728-3710	X	X	X	X	X	X	X	
DISTRICT XII HRDC 700 Casey Street PO Box 3486 Butte, MT 59702-3486 Phone: (406) 496-4975 (800) 382-1325	X	X	X	X	X	X	X	
GALLATIN DEVELOPMENT CORPORATION Alicia Bradshaw, Director 222 E Main Bozeman, MT 59715 Phone: (406) 587-3113 FAX: (406) 587-9565 e-mail: askus@bozeman.org		X	X		X	X	X	Gallatin County, possibly Park County
GATEWAY ECONOMIC DEVELOPMENT CORPORATION Sheldon Bartel, Director 225 Cruse St. Helena, MT 59601-5087 Phone: (406) 447-1510 FAX: (406) 447-1514 e-mail: sheldon@gatewayedc.org	X	X	X		X	X	X	Meagher, Broadwater, Lewis & Clark and northern Jefferson Counties
GREAT FALLS DEVELOPMENT John Kramer, Director 710 1 st Ave N Great Falls, MT 59403 Phone: (406) 454-1934 FAX: (406) 454-2995 e-mail: cheryl@gfdevelopment.org	X	X	X		X		X	Great Falls, Cascade County, Fergus, Judith Basin, Teton, Toole, Pondera and Glacier Counties
GREAT NORTHERN DEVELOPMENT CORPORATION Linda Twitchell, Director 233 Cascade St Wolf Point, MT 59201 Phone: (406) 653-2590 FAX: (406) 653-1840 e-mail: linda@gndc.org	X	X	X	X	X	X	X	Circle, Culbertson, Froid, Glasgow, Plentywood, Poplar, Scobey, Westby, and Wolf Point

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
HEADWATERS RC&D Deanna Johnson, SBDC Director 305 W Mercury Butte, MT 59701 Phone: (406) 782-7333 FAX: (406) 443-4155 e-mail: djohnson@bigskyhsd.com	X	X	X		X	X	X	Beaverhead, Broadwater, Anaconda-Deer Lodge, Granite, Jefferson, Madison, Powell, and Butte-Silver Bow Counties
LAKE COUNTY COMMUNITY DEVELOPMENT CORPORATION Jan Niemeyer PO Box 128 Ronan, MT 59864 Phone: (406) 676-5901 FAX: (406) 676-5902 e-mail: janw@ronan.net	X	X			X		X	Lake and Sanders Counties
NORTHWEST MONTANA HUMAN RESOURCES Gabe Skidsrud 214 Main Street PO Box 8300 Kalispell, MT 59904-1300 Phone: (406) 752-6565 (800) 344-5979 FAX: (406) 752-6582 e-mail: gskidsrud@kalhrdc.hhs.state.mt.us	X	X	X	X	X	X	X	Lake, Lincoln, Flathead and Sanders Counties
OPPORTUNITIES, INC. 905 First Avenue North PO Box 2289 Great Falls, MT 59403-2289 Phone: (406) 761-0310 (800) 927-2270	X	X	X	X	X	X	X	
POWELL PROGRESS ECONOMIC DEVELOPMENT CORPORATION Mary Ann Fraley, Director 233 5 th St Deer Lodge, MT 59722 Phone: (406) 846-3872 e-mail: mafraley@pioneer-technical.com	X	X					X	Powell County
RAVALLI COUNTY ECONOMIC DEVELOPMENT AUTHORITY Betty Davis, Director 105 E Main Hamilton, MT 59840 Phone: (406) 375-9516 FAX: (406) 363-2402 e-mail: bdavis@rceda.org	X	X	X	X	X	X	X	Ravalli County

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
ROCKY MOUNTAIN DEVELOPMENT COUNCIL 3108 McHugh Drive Helena, MT 59602 Phone: (406) 447-1625 (800) 356-6544	X	X	X	X	X	X	X	
SNOWY MOUNTAIN ECONOMIC DEVELOPMENT COUNCIL Kathie Bailey, Director 613 NE Main Lewistown, MT 59457 Phone: (406) 538-2591 FAX: same as phone e-mail: cmrcd@lewistown.net	X	X	X	X	X	X	X	Judith Basin, Fergus, Petroleum, Musselshell, Golden Valley, and Wheatland Counties

FOR-PROFIT GRANT WRITERS AND GRANT ADMINISTRATORS

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
ALLIED ENGINEERING SERVICES INC Scott Smith Principal Civil Engineer 32 Discovery Drive Bozeman, MT 59718 Phone: (406) 582-0221 FAX: (406) 582-5770 e-mail: ssmith@alliedengineering.com	X	X	X		X	X		
ANDERSON MONTGOMERY CONSULTING ENGINEERS Scott Anderson and Paul Montgomery 1064 N Warren Helena, MT 59601 Phone: (406) 449-3303 FAX: (406) 449-3304 e-mail: scottamengineers@aol.com e-mail: paulamengineers@aol.com	X	X	X		X			
APPLIED COMMUNICATIONS Kate McMahon 151 Wedgewood Whitefish, MT 59937 Phone: (406) 863-9255 e-mail: kate@appcom.net	X		X	X	X	X	X	

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
BETA BEARD ENVIRONMENTAL AND TECHNICAL ASSISTANCE Rebecca Beard and Alden G. Beard PO Box 85 Elliston, MT 59728-0085 Phone: (406) 492-6590 FAX: (406) 492-6592 e-mail: Beta01@blackfoot.net	X	X	X		X	X		
BIG SKY CIVIL & ENVIRONMENTAL INC Dustin Nett Joe Murphy Mark Leo 1505 14 th Street SW PO Box 3625 Great Falls, MT 59403 Phone: (406) 727-2185 FAX: (406) 727-3656 e-mail: dnett@bigskyce.com	X	X	X			X		
BLACK COULEE CO. Kathleen Lumsden PO Box 591 Malta, MT 59538 Phone: (406) 654-2051 FAX: (406) 654-2850 e-mail: blackcouleeco@yahoo.com	X	X	X	X	X	X	X	
LARRY BONDERUD, CONSULTANT 112 – 1 st Street South Shelby, MT 59474 Phone: (406) 434-5196	X	X	X	X	X	X	X	
JIM BOYER, CONSULTANT PO Box 532 Helena, MT 59624 Phone: (406) 443-3565 e-mail: boyer@initco.net			X	X	X	X	X	
PHIL BROOKS CONSULTING 417 Albert Street Helena, MT 59601-4703 Phone: (406)442-6354 e-mail: pbrooks160@bresnan.net								Economic and Demographic Analysis

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
BUSINESS SERVICES Jim Richard PO Box 749 White Sulphur Springs, MT 59645 Phone: (406) 547-2289 FAX: (406) 547-3824 e-mail: jer@ttc-cmc.net	X	X	X	X	X	X	X	
CENTRAL MT GRANT SERVICES Esther Distad 523 NE Blvd Lewistown, MT 59457 Phone: (406) 366-4565 e-mail: cmgs@midrivers.com	X		X		X	X		
COMMUNITY DEVELOPMENT SERVICES OF MT Janet Cornish 954 W Caledonia Butte, MT 59701 Phone: (406) 723-7993 FAX: (406) 723-7993 e-mail: janallyce@aol.com	X	X	X	X	X	X	X	
CONSTRUCTION MANAGEMENT SERVICES Mike Popiel 1411 S Rouse Bozeman, MT 59715 Phone: (406) 585-0611 FAX: (406) 585-2698 e-mail: mp@tmsco.net		X	X					
COSSITT CONSULTING Anne Cossitt 503 - 5 th Ave NW Park City, MT 59063 Phone: (406) 633-2213 FAX: (406) 633-2679 e-mail: cossit@usadig.com	X	X	X	X	X	X	X	
CTA PO Box 268 314 N. Broadway Ave. Red Lodge, MT 59068 Phone/FAX: (406) 446-1083 Cell: (406) 690-7510	X	X	X	X	X	X	X	
D AND D CONSULTING, LLC Dale Huhtanen and Dianne Huhtanen 2441 Old Darby Rd Hamilton, MT 59840 Phone: (406) 821-4731 e-mail: huhtanen@mt.com	X	X	X	X	X	X	X	

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
BARRY DAMSCHEN CONSULTING, LLC Barry Damschen 5531 York Rd Helena, MT 59602 Phone: (406) 227-0343 FAX: (406) 227-3718 e-mail: bdamschen@hotmail.com		X	X		X	X	X	
DAVE DeGRANDPRE, LAND USE PLANNER Land Solutions 1662 Leon Road Charlo, MT 59824 Phone: (406) 644-2658 e-mail: landsolutions@blackfoot.net	X	X	X			X		Growth policies, subdivision regulations, subdivision review, capital improvement plans, zoning regulation, public facilitation
DOIG CONSULTING Teresa Doig PO Box 786 White Sulphur Spgs, MT 59645 Phone: (406) 547-3314 e-mail: tdoig@yahoo.com	X	X	X	X	X	X	X	
JOHN B. DRISCOLL 30 S Davis Helena, MT 59601 Phone (406) 457-2613 e-mail: johndriscoll@ltd.com	X	X	X	X	X	X	X	
THE DYER GROUP, LLC Dick Dyer, P.E. 310 N 2 nd E, Suite 153 Rexburg, ID 83440-1607 Phone: (208) 656-8800 FAX: (208) 656-8808 e-mail: wdyer@thedyergroup.com	X	X	X					
JULIE FLYNN CONSULTING 1011 Missoula Ave Helena, MT 59601 Phone: (406) 202-0526 FAX: (406) 495-1853 e-mail: jflynnconsulting@msn.com				X				
FORSGREN ASSOCIATES ENGINEERING 15 Madison Ave PO Box 1032 West Yellowstone, MT 59758 Phone: (406) 646-9340 FAX: (406) 356-0206 e-mail: azollinger@forsgren.com	X		X	X	X	X	X	

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GRANT CRAFT, LLC Laura Gittings-Carlson P.O. Box 217 Fort Peck, MT 59223 Phone: (406) 526-3262 Cell: (406) 526-7262 FAX: NA e-mail: lqc03@nemont.net	X	X						Northeastern Montana
GRANT SERVICE CENTER Debbie Hanson & Meredith Aldren-Cutler 1704 29 th Street W Williston, North Dakota 58801 Phone: (701) 774-3310 FAX: (701) 774-3310 e-mail: grants@nccray.com crestwood@midrivers.com	X		X	X	X	X	X	
GREAT WEST ENGINEERING, INC. (formerly Entranco, Inc.) Dan McCauley, P.E. Dave Aune, P.E. Bob Church, P.E. 2501 Belt View Dr. (59601) Box 4817 Helena, MT 59604 Phone: (406) 449-8627 FAX: (406) 449-8631 e-mail: dmccauley@greatwesteng.com daune@greatwesteng.com bchurch@greatwesteng.com (formerly Montana Engineering & Administration PC) Patrick Murtagh 115 N. 28 th St. Suite 500 Billings, MT 59101-2003 e-mail: pmurtagh@greatwesteng.com	X	X	X		X	X	X	
GRIFFITH DEVELOPMENT Dennis Bishop P.O. Box 1193 Baker, MT 59313 Phone: (406) 778-3404 e-mail: dbishop@rap.midco.net	X	X			X	X		
HEADWATERS POLICY/PLANNING PARTNERSHIP, LLP Mary Vandenbosch Jeff Erickson 737 5 th Ave Helena, MT 59601 Phone: (406) 449-3229 e-mail: headwaters@q.com	X	X	X		X	X	X	Research, Writing, Facilitation, Public Involvement, Environmental Review, Recreation Planning

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HIP, INC. (Human Interactive Products) John Schneeberger 164 S. 3 rd St., Suite A Hamilton, MT 59840 Phone: (406) 370-3230 e-mail: schnee@montana.com	X	X					X	
HKM ENGINEERING INC. PO Box 31319 Billings, MT 59107 Phone: (406)-656-6399 FAX: (406)-656-6398 e-mail: @hkminc.com	X		X		X	X	X	
HKM ENGINEERING INC. Ed Janney 130 N. Main St., Ste. 100 Butte, MT 59701 Phone: (406) 723-8213 e-mail: ejanney@hkminc.com	X		X		X	X	X	Satellite office and laboratory
HKM ENGINEERING INC. Darryl James PO Box 1009 7 West 6 th Avenue – Suite 3W Helena, MT 59624 Phone: (406) 442-0370 FAX: (406) 442-0377 e-mail: djames@hkminc.com	X		X		X	X	X	
HYDROMETRICS, INC 3020 Bozeman Ave Helena, MT 59601 Phone: (406) 443-4150 FAX: (406) 443-4155 e-mail: mwignot@hydrometrics.com			X		X			Grant reviews only
INTERSTATE ENGINEERING Tom Erskine PO Box 20953 1505 Ave D Suite 210 Billings, MT 59104-0953 Phone: (406) 259-1920 FAX: (406) 256-9178 e-mail: tome@iengi.com	X	X	X		X	X	X	
INTERSTATE ENGINEERING Brian Milne PO Box 648 Sidney, MT 59270 Phone: (406) 433-5617 FAX: (406) 433-5618 e-mail: brianm@iengi.com	X	X	X		X	X	X	

NAME/ADDRESS	GRANT WRITING	GRANT ADMINISTRATION	PUBLIC FACILITIES	HOUSING	NEEDS ASSESSMENT	COMMUNITY PLANNING	ECONOMIC DEVELOPMENT	AREA SERVED
JGA ARCHITECTS ENGINEERS PLANNERS 3395 Gabel Rd Billings, MT 59102 Phone: (406) 245-6363 FAX: (406) 248-4043 E-mail: tsukut@jgaarchitects.com			X		X	X		
AL JOYCE 366 Ueland Rd Westby, MT 59275 Phone: (406) 385-2579 e-mail: coteau@nemontel.net								
KADRMAS LEE & JACKSON Mike Seminary PO Box 1157 - Bismarck, ND 58502-1157 Phone: (701) 355-8473 Cell: (701) 226-7526 FAX: (701) 355-8781 e-mail: mike.seminary@kljeng.com	X	X	X		X	X	X	
KADRMAS, LEE & JACKSON, INC. Souther 2611 Gabel Road (59102-7329) PO Box 80303 Billings, MT 59108-0303 Phone: (406) 245-5499 FAX: (406) 294-5502 e-mail: souther@kljeng.com	X	X	X		X	X	X	
KADRMAS, LEE & JACKSON, INC. Brad Koon Joe Dooling 1075 North Rodney-Suite 101 (59601-3579) PO Box 1567 Helena, MT 59624-1567 Phone: (406) 449-7764 FAX: (406) 443-6611 e-mail: joe.dooling@kljeng.com	X	X	X		X	X	X	
RAND KENNEDY 683 San Pablo Rd Las Vegas, NM 87701 Phone: (505) 426-8264 e-mail: rkennedy@cybermesa.com	X							

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JODIE LELAND 2334 3 rd Street NW Sidney, MT 59270 Phone: (406) 786-3121 Cell: (406) 480-1999 FAX: (406) 786-3121	X	X			X	X	X	
MORRISON-MAIERLE INC. Scott Murphy and Tim Berry 910 Helena Ave. Helena, MT 59601 Phone: (406) 442-3050 FAX: (406) 442-7862 e-mail: smurphy@m-m.net tberry@m-m.net	X	X	X		X	X	X	
MORRISON-MAIERLE INC. Bill Buxton 125 Schoolhouse Loop Kalispell, MT 59901 Phone: (406) 752-2216 e-mail: bbuxton@m-m.net	X	X	X		X	X	X	
WILLIAM E. (BILL) MURRAY D/B/A Special Project Unlimited Affiliated With D'art Works 3220 Lower River Road - PO Box 2921 Great Falls, MT 59403 Phone: (406) 452-4810 e-mail: billmurray@sofast.net	X	X	X		X	X	X	
NCI ENGINEERING (formerly Neil Consultants) Lyle Meeks 4509 North Star Blvd PO Box 6039 Great Falls, MT 59406 Phone: (406) 453-5478 FAX: (406) 453-2009 e-mail: lylem@nciengineering.com ,	X	X	X		X	X	X	
NCS COMMUNICATIONS Nina C. Smith 104 E Broadway, Garden Level 5 Helena, MT 59601 Phone: (406)449-8899 e-mail: nina@EndHack.com	X	X	X					
NEW MOON ENTERPRISES Lynn Moon c/o RMDC 200 S. Cruse Ave. – PO Box 1717 Helena, MT 59601 e-mail: new2moon@yahoo.com	X	X*	X	X				*Local area only

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NITTANY GRANTWORKS Lori Benner PO Box 1821 Livingston, MT 59047 Phone: (406) 222-6111 FAX: (406) 222-6555 e-mail: Lori@nittanygrantworks.com	X	X	X	X	X	X	X	
PECCIA & ASSOCIATES ENGINEERING PO Box 5653 Helena, MT 59604 Phone: (406) 442-8160 FAX: (406) 447-5036 e-mail: (first name)@peccia.com	X	X*	X	X				* Local area only
JENNIFER PFAU 715 5 TH Ave. N. Lewistown, MT 59457 Phone: (406) 366-4777 FAX: (406) 538-4777 e-mail: pfau@midrivers.com	X	X	X		X	X	X	Central Montana
PORTEEN & ASSOCIATES Carlo Porteen PO Box 189 Saint Marie, MT 59231 Phone: (406) 524-7404 e-mail: cporteen@nemontel.net	X	X	X	X	X	X	X	County and City planning
PROFESSIONAL CONSULTANTS, INC. Tom Hanson, P.E. Box 3416 Missoula, MT 59806 Phone: (406) 728-1880 FAX: (406) 728-0276 e-mail: pci@pcimontana.com		X	X			X		
DEEDA RICHARD: Grant Gateway, LLC 2011 9 th Avenue Helena, MT 59601 Phone: (406)449-6229 e-mail: grantgateway@q.com	X	X			X			Environmental and Natural Resources Research, Review, Writing, Facilitation, Public Involvement
JR COMMUNITY CONSULTING Jason Rittal 10 N Cottage Grove Miles City, MT 59301 e-mail: jrcommunityconsulting@yahoo.com		X	X			X		

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SINGLE-TREE, INC. Julie Jones PO Box 147 Bridger, MT 59014 Phone: (406) 662-3438 e-mail: sngltree@brmt.net	X	X	X	X	X	X	X	
DOUG SMITH PO Box 191 Plentywood, MT 59254 Phone: (406) 765-2310 FAX: (406) 765-2129 e-mail: dsmith@co.sheridan.mt.us	X	X	X		X	X	X	
STAHLY ENGINEERING & ASSOCIATES 3530 Centennial Drive Helena, MT 59601 Phone: (406) 442-8594 e-mail: seaengnr@mt.net	X	X	X	X	X	X	X	Bridges
THOMAS, DEAN & HOSKINS ENGINEERING David Crawford 111 N Tracy Ave Bozeman, MT 59715 Phone: (406) 586-0277 FAX:(406) 586-4951 e-mail: david.crawford@tdhbozeman.com	X	X	X		X	X		
THOMAS, DEAN & HOSKINS ENGINEERING John Juras 1200 25 TH St. South Great Falls, MT 59405 Phone: (406) 761-3010 Fax: (406) 727-2872 e-mail: john.juras@tdandh.com	X	X	X		X	X		
THOMAS, DEAN & HOSKINS ENGINEERING 2905 N Montana Ave Helena, MT 59601 Phone: (406) 495-0971	X	X	X		X	X		
THOMAS, DEAN & HOSKINS ENGINEERING Mike Fraser Shari Johnson 31 Three Mile Drive, Suite 101 Kalispell, MT 59901 Phone:(406) 751-5246 FAX: (406) 837-5731 e-mail: mike.fraser@tdhkalispell.com shari.johnson@tdhkalispell.com	X	X	X		X			

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UPLAND MONTANA CONSULTING Zoe King 5523 York RD Helena, Mt 59602 Phone: (406) 227-6572 e-mail: zrking@msn.com	X	X	X		X			
WGM GROUP Nick Kaufman PO Box 16027 – 3021 Palmer Street Missoula, MT 59808 Phone: (406) 728-4611 FAX: (406) 728-2476 e-mail: nkaufman@wgmgroup.com	X	X	X		X	X	X	
WILD ROSE OF MONTANA Rebecca Gibson PO Box 6454 Helena, MT 59604	X	X	X			X		
KEVIN WILEY 611 N C Street Livingston, MT 59047 Phone: (406) 222-5428	X							
LANETTE WINDEMAKER, AICP Planning Consultant 3135 Fieldstone Drive West Bozeman, MT 59715 Phone: (406) 586-5266 e-mail: l.windemaker@yahoo.com	X				X	X		
WWC Engineering Shawn Higley 1275 Maple St., Suite F Helena, MT 59601 Phone: (406) 443-3962 FAX: (406) 449-0056 e-mail: infohln@wwcengineering.com	X	X	X		X	X	X	